

**9791**  
**INVESTIGATOR 1**

**Nature of Work**

Under general supervision, at the full-performance level, independently conducts investigations of violations of federal and state laws, agency specific policies and regulations or claims for damages involving state agencies. Involves direct public contact work as well as contact with insurance company representatives and lawyers. Work requires the use of a personal automobile for travel. Employee is subject to on-call status during non-business hours. May be required to deal with situations which are potentially dangerous. Performs related work as required.

**Distinguishing Characteristics**

These positions are operating at the full-performance level independently conducting investigations. These positions do not serve as a lead worker and do not have budgetary responsibilities.

**Examples of Work**

Conducts field investigations to ascertain facts and obtain evidence on reported violations; obtains statements concerning alleged violations.

Explains pertinent laws or other agency regulations as it relates to a suspected violation during the investigatory process. Initiates prosecution of violators and testifies in court.

Investigates businesses for proper licenses and cites for violations.

Keeps records and makes oral and/or written reports of all investigations.

Locates witnesses and obtains facts and evidence needed by attorneys in litigation of cases.

Interviews subjects of investigation, complainants and witnesses using prescribed procedures.

May check business records to determine amount of tax due to the state.

May schedule and perform limited video lottery machine installations, removals, maintenance, chip changes, swap-outs, add-ons and destructions; investigates complaints of missing meters; completes related forms for documentation of machine changes; maintains record of receipt and destruction of Erasable, Programmable, Read Only Memory Chips (EPROMs).

May maintain security and inventory of all limited video lottery machines and software at racetracks; oversees installation of new machines, software updates, movement of machines, conversion of terminals to new game themes, denomination changes and state required terminal maintenance; performs coin tests; maintains inventory of critical terminal repair parts; maintains security of warehouse storage facility.

**Knowledge, Skills and Abilities**

Knowledge of established and effective methods of investigation.

Knowledge of state and federal laws and the rules, guidelines and regulations pertaining to the assigned agency.

Knowledge of the criminal justice system and legal terminology.

Knowledge of record keeping practices.

Ability to ascertain facts by personal contact, observation and examination of records.

Ability to interview those involved in investigations.

Ability to effectively explain and interpret pertinent provisions of laws and regulations.

Ability to enforce laws, rules and regulations with firmness and impartiality.

Ability to establish and maintain effective working relationships.

**9791**  
**INVESTIGATOR 1 (cont'd)**

**Knowledge, Skills and Abilities (cont'd)**

Ability to qualify with and use firearms if required.

Ability to communicate effectively, both orally and in writing.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Experience as described below may be substituted on a year-for-year basis for the required training.

**Experience:** One (1) year of full-time or equivalent part-time paid experience in law enforcement or investigative work or in determining eligibility for credit, insurance or government programs.

**For Lottery only:** Two years of full-time or equivalent part-time paid investigative, law enforcement, desktop computer, surveillance, accounting/auditing and/or business operations, lottery operations, and/or casino operations, or gaming operations experience. Preference may be shown to applicants with investigative experience in casino or gaming operations.

**Special Requirements:** Possession of valid West Virginia driver's license and the availability of an automobile is required. Qualification to possess and use firearms may be required.

Established: 05/20/1993

Revised: 03/12/1998; 11/24/2018

Effective: 11/24/2018